

**BOARD OF REAL ESTATE APPRAISERS
BOARD MEETING MINUTES – August 3, 2004**

MEMBERS PRESENT

James Murphy
David Adams
Bruce Bell
Walter Bowditch
Joseph Herlihy
Theodore Webersinn

MEMBERS ABSENT

Kenneth Charest

OTHERS PRESENT

Carol Leighton, Administrator
Dennis Smith, A.A.G.
Kim Baker-Stetson, Licensing Clerk
Susan Greenlaw, Board Clerk

Location: Central Conference Room

Start: 9:13 a.m. **Adjourn:** 4:10 p.m.

CALL TO ORDER

The meeting was called to order at 9:13 a.m.

AGENDA MODIFICATIONS

OLD BUSINESS

Action on Minutes of July 6, 2004 Meeting

A motion was made by Walter Bowditch to approve the minutes of the July 6, 2004 meeting as written; second by Bruce Bell. Unanimous.

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Action on Tabled Applications/Items

A motion was made by David Adams to remove all of the following items from the table for discussion; second by Theodore Webersinn. Unanimous.

NAME	APPLYING TO	ACTION
ROBERT AMIDON	UPGRADE FROM LICENSED RESIDENTIAL TO SIT FOR CERTIFIED GENERAL EXAM MIN 180 QE BAL MET? = 205 QE HOURS ON FILE MIN 30 MONTHS EXP MET? = FIRST LICENSED 05/09/2001 MIN 3000 HRS WK EXP W/AT LEAST 1500 HRS COMM = +3000	<u>AUGUST 3, 2004</u> - MOTION BY ADAMS TO TABLE PENDING FURTHER INFORMATION FROM THE TRAINEE AND SUPERVISOR AS TO WHAT EXTENT EACH PERFORMED WORK; SECOND BY HERLIHY. ADAMS, BOWDITCH, HERLIHY, MURPHY, AND WEBERSINN VOTED IN THE AFFIRMATIVE; BELL OPPOSED. MOTION CARRIED. MOTION BY WEBERSINN TO REQUEST A LETTER CLARIFYING THE ROLES OF THE TRAINEE AND THE SUPERVISOR; SECOND BY ADAMS. UNANIMOUS. <u>AUGUST 3, 2004</u> – REPORT BY TERRY: ACTION TAKEN <u>JULY 6, 2004</u> – TERRY TO REPORT BACK AT 8-3-04 MEETING <u>JUNE 30, 2004</u> – REQUESTED COPIES OF 5 APPRAISALS AND RELATIVE WORK FILES
CANDICE SPALDING	UPGRADE FROM CERTIFIED RESIDENTIAL TO SIT FOR CERTIFIED GENERAL EXAM MIN 180 QE BAL MET? = 285 QE HOURS ON FILE MIN 30 MONTHS EXP MET? = FIRST LICENSED 09/16/1991 MIN 3000 HRS WK EXP W/AT LEAST 1500 HRS CMML? = +3000	<u>AUGUST 3, 2004</u> – APPRAISAL DISTRIBUTED TO MURPHY FOR REVIEW AND REPORT BACK AT NEXT MEETING <u>JULY 6, 2004</u> – LICENSEE REQUESTED THAT APPRAISALS BE SUBMITTED FOR AUGUST MEETING – APPLICATION Tabled <u>JUNE 30, 2004</u> – REQUESTED COPIES OF 5 APPRAISALS AND RELATIVE WORK FILES
NANCY LANE	UPGRADE FROM LIC APPR TO SIT FOR CERTIFIED RESIDENTIAL EXAM MIN 120 QE BAL MET? = 150 QE HOURS ON FILE MIN 24 MONTHS EXP MET? = FIRST LICENSED 05/31/2001 MIN 2500 EXP HRS MET? = 2500+ MET ADEQUATE # OF MAJOR/COMPLEX APPR? = ?? SEE BOARD RULES CHAPTER 200 SECTION A (B) AND 32 MRSA	<u>AUGUST 3, 2004</u> - MOTION BY BOWDITCH TO APPROVE FOR EXAM; SECOND BY WEBERSINN. UNANIMOUS. <u>JULY 6, 2004</u> – KEN NOT AT MEETING; APPLICATION TABLED <u>JUNE 1, 2004</u> – APPL TABLED; APPRAISALS TO BE REVIEWED BY KEN <u>MAY 25, 2004</u> – APPRAISALS RECEIVED <u>MAY 17, 2004</u> – REQUESTED COPIES OF 6 MAJOR/COMPLEX APPRAISALS FROM COMPLEX LIST SUBMITTED WITH APPLICATION
WILLIAM NELESKI	UPGRADE FROM CERT RESIDENTIAL TO SIT FOR CERTIFIED GENERAL EXAM MIN 180 QE BAL MET? = 183 QE HOURS ON FILE MIN 30 MONTHS EXP MET? = FIRST LICENSED ON 12/08/1992 MIN 3000 HOURS WK EXP W/AT LEAST 1500 HRS CMML	<u>AUGUST 3, 2004</u> - MOTION BY HERLIHY TO TABLE; SECOND BY BELL. UNANIMOUS. <u>AUGUST 3, 2004</u> – WORK FILES RECEIVED; TO BE REVIEWED BY KEN & TED <u>JULY 6, 2004</u> – WORK FILES NOT RECEIVED AS OF 6/29/04 – APPLICATION Tabled <u>JUNE 1, 2004</u> – MOTION TO REQUEST WORK FILES FOR FURTHER REVIEW BY KEN AND TED <u>MAY 26, 2004</u> – RECEIVED LETTER FROM APPLICANT <u>MAY 25, 2004</u> – NOT RECEIVED TO DATE <u>MAY 4, 2004</u> – TABLED TO JUNE MEETING; REQUESTED 6 NARRATIVES <u>APRIL 6, 2004</u> - BOARD TO REVIEW SUBMITTED APPRAISALS

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THOMAS PELLERIN	<p>TRAINEE UPGRADE TO SIT FOR CERTIFIED RESIDENTIAL EXAM MIN 120 QE BAL MET? = 130 QE HOURS ON FILE MIN 24 MONTHS EXP MET? = FIRST LICENSED 05/16/2000 MET ADEQUATE # OF MAJOR/COMPLEX APPR? = ?? SEE BOARD RULES CHAPT 200 SECTION A (B) AND 32 MRSA 14002</p>	<p><u>AUGUST 3, 2004</u> - MOTION BY HERLIHY TO TABLE; SECOND BY BELL. UNANIMOUS.</p> <p><u>AUGUST 3, 2004</u> – REPORTS RECEIVED AND DISTRIBUTED TO MURPHY FOR REVIEW AND REPORT BACK AT NEXT MEETING <u>JULY 6, 2004</u> – APPRAISALS NOT RECEIVED TO DATE – APPLICATION TABLED <u>JUNE 18, 2004</u> – REC'D EMAIL FROM TOM REQUESTING EXTENSION; DAUGHTER GETTING MARRIED END OF JUNE <u>JUNE 11, 2004</u> – REC'D EMAIL FROM TOM. HE DID NOT RECEIVE LETTER UNTIL LATE DUE TO RE-ROUTING THRU FLORIDA. HE WILL TRY TO GET ITEMS TOGETHER <u>JUNE 1, 2004</u> – NOT RECEIVED TO DATE <u>MAY 4, 2004</u> – REQUESTED 6 ADDITIONAL COMPLEX PROPERTY APPRAISALS <u>APRIL 6, 2004</u> – BOARD TO REVIEW SUBMITTED APPRAISALS <u>MARCH 11, 2004</u> – RECEIVED LIST OF MAJOR/COMPLEX APPRAISALS <u>MARCH 2, 2004</u> – PENDING RESPONSE TO REQUEST <u>FEB 3, 2004</u> – MOTION TO TABLE AND REQUEST LIST OF MAJOR/COMPLEX APPRAISALS AND PENDING VERIFICATION OF “FIRST FIFTY” APPRAISALS.</p>
ROLANDO GUAJARDO	<p>UPGRADE FROM LIC APPR TO SIT FOR CERTIFIED RESIDENTIAL EXAM MIN 120 QE BAL MET? = 142 QE HOURS ON FILE MIN 24 MONTHS EXP MET? = FIRST LICENSED 12/10/2001 MIN 2500 EXP HRS MET? = 2500+ MET ADEQUATE # OF MAJOR/COMPLEX APPR? = ?? SEE BOARD RULES CHAPTER 200 SECTION A (B) AND 32 MRSA</p>	<p><u>AUGUST 3, 2004</u> – PENDING 30 DAY APPEAL WINDOW</p> <p><u>JULY 6, 2004</u> – APPLICATION DENIED <u>JUNE 9, 2004</u> – APPLICATION WITHDRAWN; MOVING TO COLORADO <u>JUNE 1, 2004</u> – TABLED; APPRAISALS TO BE REVIEWED BY TED <u>MAY 21, 2004</u> – RECEIVED LIST OF MAJOR/COMPLEX APPRAISALS AND REQUESTED COPIES OF SIX APPRAISALS <u>MAY 17, 2004</u> – REQUESTED LIST OF MAJOR/COMPLEX APPRAISALS</p>
STEPHAN (BILL) LOEFFLER	<p>UPGRADE FROM LIC APPR TO SIT FOR CERTIFIED RESIDENTIAL EXAM MIN 120 QE BAL MET? = 130 QE HOURS ON FILE MIN 24 MONTHS EXP MET? = FIRST LICENSED 07/28/2000 MIN 2500 EXP HRS MET? = 3000+ MET ADEQUATE # OF MAJOR/COMPLEX APPR? = ?? SEE BOARD RULES CHAPTER 200 SECTION A (B) AND 32 MRSA</p>	<p><u>AUGUST 3, 2004</u> – PENDING 30 DAY APPEAL WINDOW</p> <p><u>JULY 6, 2004</u> – APPLICATION DENIED <u>JUNE 1, 2004</u> – TABLED; APPRAISALS TO BE REVIEWED BY TERRY <u>MAY 26, 2004</u> – RECEIVED COPIES OF REQUESTED APPRAISALS <u>MAY 11, 2004</u> – RECEIVED LIST OF MAJOR/COMPLEX APPRAISALS AND REQUESTED COPIES OF SIX <u>APRIL 7, 2004</u> – REQUESTED LIST OF MAJOR/COMPLEX APPRAISALS</p>

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NEW BUSINESS

License Denial Hearing – Julie A. Galvin

The Chair opened the hearing in the matter of Julie A. Galvin. Ms. Galvin was present and not represented by counsel. Assistant Attorney General Dennis Smith represented the State in this matter. James Smith, Esq. was present as Hearing Officer and Counsel for the Board. Public deliberations were conducted at the close of the hearing. A motion was made by Walter Bowditch to uphold the denial of Ms. Galvin's application for licensure; seconded by Theodore Webersinn. Unanimous.

License Denial Hearing – Catherine E. Arnold

The Chair opened the hearing in the matter of Catherine E. Arnold. Ms. Arnold was present and not represented by counsel. Assistant Attorney General Dennis Smith represented the State in this matter. James Smith, Esq. was present as Hearing Officer and Counsel for the Board. Public deliberations were conducted at the close of the hearing. A motion was made by Theodore Webersinn to uphold the denial of Ms. Arnold's application for licensure; seconded by Walter Bowditch. Unanimous.

License Denial Hearing – Jennifer Mott

The Chair opened the hearing in the matter of Jennifer Mott. Ms. Mott was present and not represented by counsel. Assistant Attorney General Dennis Smith represented the State in this matter. James Smith, Esq. was present as Hearing Officer and Counsel for the Board. Public deliberations were conducted at the close of the hearing. A motion was made by Walter Bowditch to uphold the denial of Ms. Mott's application for licensure; seconded by Bruce Bell. Unanimous.

Administrator's Report

Nothing to report.

Complaint Officer's Report

Nothing to report.

Review and Action on Applications and Education

No new applications for review.

Correspondence

First Exposure Draft on proposed revisions to the USPAP relating to the Scope of Work Project: Tabled to next meeting.

Next Meeting Scheduled for September 7, 2004

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OTHER BUSINESS

ADJOURN

Being no further board business the meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Susan Greenlaw
Board Clerk